



APR 20 2007

**United States
Department of
Agriculture**

**Office of the Chief
Information Officer**

1400 Independence
Avenue SW

Washington, DC
20250

TO: Agency Heads

FROM: David M. Combs
Chief Information Officer

SUBJECT: USDA Capital Planning and Investment Control – Portfolio Management

The proposed Budget Year (BY) 2008 USDA Information Technology (IT) Portfolio has more than 300 individual projects including 40 major investments at an estimated cost of \$2.2 billion. As you are aware from our discussions over the last few months, our focus during this year is on implementing the principles of our new governance framework, the Integrated IT Governance Process (IGP). In order for the IGP to work in the way it has been envisioned, we will be collecting more detailed information on all IT investments. This will enable us to look across the entire USDA IT portfolio to identify opportunities to improve the management of our limited resources. In particular, we will be focusing on the following:

- Ensuring that IT resources are being planned and managed in the most effective and efficient way possible;
- Assuring that investments that relate to consolidated lines of business both in the Department and across the Federal government are identified, and that migration strategies for these investments are underway;
- Ensuring that major investments with development/modernization/enhancement funding receive appropriate management attention through earned value management (EVM);
- Terminating any investments that are no longer funded, are inefficient or do not meet mission goals.

WorkLenz will continue to be used for portfolio management, preparation and submission of the Office of Management and Budget (OMB) Exhibits and monitoring of EVM through BY 2009. **Note that investments that have not provided adequate justification or have not met other minimum OMB requirements will not be submitted to OMB as part of the USDA portfolio.** Following are action items required for the investment/budget cycle for Fiscal Year (FY) 2009:

For all IT investments (i.e., both major and non-major investments):

- Submit the budget information required in the Life Cycle Cost Categories (see the attached file named "Draft Lifecycle Costs Worksheet.pdf") **by May 18, 2007**. This attached draft spreadsheet is currently being revised based on agency feedback and the final Excel version will be sent out shortly. The information must be submitted for each Investment and for each System within an investment. In addition to providing this detailed spreadsheet, the summary Life Cycle Cost information must

- Update all investment information in WorkLenz (include updating the two attached spreadsheets) **by June 8, 2007**. The budget for investments must match the FY 09 budget information submitted to the Office of Budget and Program Analysis.

The following information must also be submitted by May 18, 2007:

For all major IT investments (see Attachment 1 for a list of major investments) – submit an Exhibit 300 along with all required supporting documentation appropriate to the phase of the investment. Consult the Capital Planning and Investment Control (CPIC) Guide (http://www.ocio.usda.gov/cpic/usda_cpic_material.html) or your mission area representative if you have questions. A list of CPIC mission area representatives is found in Attachment 2.

For all other IT investments (i.e., non-major investments) – submit the Non-major Investments Worksheet (see the attached file named “Non-major Investments Worksheet.xls”).

Continuing Agency Action Items to be completed each month:

- Update WorkLenz with EVM data by the fifth workday of each month.

We will also be compiling subsets of major and non-major IT investments into LOB-based Exhibit 300s. This will be done in a manner similar to the way the USDA Infrastructure, Office Automation and Telecommunications Exhibit 300 has been compiled in the last few years. OCIO will issue additional guidance later regarding this process. A tentative schedule of events for the FY 09 investment review cycle is shown in Attachment 3.

Please call me at 720-8833 if you have questions, or have a member of your staff contact John Rehberger at 720-5223.

Attachments

cc: Deputy Secretary
Agency Chief Information Officers
Agency Budget Officers

ATTACHMENT 1

BY09 MAJOR INVESTMENTS

Agency	Investment Title	2008 UPI	Rolled into IOAT?
AMS	Information Technology Infrastructure	005-45-02-01-02-8000-04	Y
AMS	Web-based Supply Chain Management	005-45-01-61-01-8012-00	N
APHIS	APHIS Information Technology Infrastructure (AITI)	005-32-02-01-02-1010-04	Y
APHIS	APHIS Comprehensive Electronic Permit System (ePermits)	005-32-01-61-01-2001-00	N
APHIS	National Animal Identification System (NAIS)	005-32-01-61-02-9010-00	N
ARS	ARSnet	005-18-02-51-02-0001-04	Y
DA	Integrated Acquisition System (IAS)	005-03-01-81-01-1020-00	N
FAS	FAS Infrastructure, Office Automation, and Telecommunications (IOAT)	005-68-02-51-02-0001-04	Y
FAS	FAS International Funds Control Reporting System (IFCRS)	005-68-01-01-01-0082-00	N
FNS	FNCS IT Infrastructure	005-84-02-01-02-0104-04	Y
FNS	Integrated Program Accounting System (IPAS)	005-84-01-01-01-1060-00	N
FNS	Store Tracking and Redemption System (STARS II)	005-84-01-41-01-0210-00	N
FS	AgPRS (Radio Base) - USDA Public Safety Land Mobile Radio System	005-96-02-11-02-1000-04	Y
FS	ATSA - Automated Timber Sale Accounting	005-96-01-01-01-0060-00	N
FS	ConnectHR	005-96-01-11-01-1020-00	N
FS	Forest Service Computer Base	005-96-02-01-03-0071-04	Y
FS	FPA-P2-Fire Program Analysis System- Phase 2	005-96-01-11-01-0172-00	N
FS	Infra	005-96-01-11-01-1030-00	N
FS	NRIS - Natural Resource Information System	005-96-01-11-01-1050-00	N
FS	ROSS - Resource Ordering and Status System	005-96-01-11-01-0040-00	N
FS	TIM-FACTS - Timber Information Manager and Forest Service Activity Tracking System	005-96-01-11-01-0057-00	N
FS	USDA Forest Service National Financial Applications	005-96-01-01-01-0069-00	N
FSA	Consolidated Enterprise Architecture and Common Infrastructure #0109	005-49-02-01-02-0109-04	Y
FSA	Consolidated Farm Loan Program Information and Delivery System #0103	005-49-01-51-01-0103-00	N
FSA	Consolidated Financial Management Information Systems	005-49-01-01-01-0106-00	N
FSA	Consolidated General Sales Manager	005-49-01-01-01-0107-00	N
FSA	Farm Program Modernization (MIDAS)	005-49-01-51-01-0097-00	N
FSA	Geographic Information System (GIS) 0084	005-49-01-51-01-0084-00	N
FSA	Processed Commodity Inventory Management System (PCIMS) - FSA, FNS, AMS	005-49-01-61-01-1010-00	N
FSIS	FSIS Public Health Data Communications Infrastructure System (PHDCIS)	005-35-02-61-02-1240-04	Y
FSIS	FSIS Public Health Information Consolidation Projects (PHICP)	005-35-01-61-01-1310-00	N
NASS	NASS Survey Processing System	005-15-01-51-01-2200-00	N
NRCS	NRCS - Conservation Program Delivery	005-53-01-11-01-2000-00	N
NRCS	NRCS - Natural Resource Information, Inventory & Assessment	005-53-01-11-01-1000-00	N
NRCS	NRCS-Water and Climate Information System (W&C)	005-53-01-11-01-0013-00	N
OCFO	Corporate Financial Management Systems	005-03-01-01-01-1020-00	N
OCFO	Corporate Property Automated Information System	005-03-01-01-01-1000-00	N
OCFO	Financial Management Modernization Initiative	005-03-01-01-01-1102-00	N
OCFO	Human Resources Line of Business: Service Center	005-03-01-01-01-1226-24	N
OCFO	NFC Legacy Payroll/Personnel System	005-03-01-01-01-2000-00	N
OCIO	e-Authentication Combined	005-03-02-01-02-8003-04	Y
OCIO	e-Enterprise Shared Services	005-03-02-01-02-8004-04	Y
OCIO	Enterprise Contingency Planning Program (ECP) (Formerly LDRPS)	005-03-02-01-02-0251-04	Y
OCIO	Service Center Modernization Initiative - Information Technology (SCMI-IT)	005-03-02-01-02-0113-04	Y
RD	Dedicated Loan Origination and Servicing System (DLOS)	005-55-01-01-01-1020-00	N
RD	Guaranteed Loan System (GLS)	005-55-01-01-01-1050-00	N

RD	LOAN Servicing Technology for American Rural Residents (LOAN STARR)	005-55-01-01-02-1030-00	N
RD	Multi-Family Integrated System - MFIS (formerly AMAS)	005-55-01-01-01-1010-00	N
RD	Program Fund Control System (PFCS) - #0082	005-55-01-01-01-1060-00	N
RD	Rural Utilities Service Loan Servicing System (RULSS) Rural Development	005-55-01-01-01-1070-00	N
RMA	RMA-01 - Financial Management Systems	005-47-01-51-01-0001-00	N
RMA	RMA-02 - Corporate Insurance Information Systems	005-47-01-51-01-0002-00	N
RMA	RMA-04 - Infrastructure Modernization, Support, and Training	005-47-02-01-02-0004-04	Y
RMA	RMA-13 Emerging Information Technology Architecture - Electronic Written Agreement Project	005-47-01-51-02-0013-00	N

ATTACHMENT 2

MISSION AREA REPRESENTATIVES*

FSA, RMA	Alesia Webster
Food Safety	Alesia Webster
FN&CS	Amy Snyder
RD	Amy Snyder
MRP	Amy Snyder
NRE	Dawn Tucker
REE	Hien-Hoa Nguyen
FAS	Hien-Hoa Nguyen
Civil Rights	Hien-Hoa Nguyen
OCE	Hien-Hoa Nguyen
DA & remaining Staff Offices	Eva Desiderio

* Subject to change according to available staff resources in the OCIO Capital Planning Division.

ATTACHMENT 3

**TENTATIVE CALENDAR OF EVENTS
FOR INVESTMENT REVIEW CYCLE FY 2009**

IT support documentation for all IT investments (including preliminary life cycle cost estimates for all investments) should be updated in WorkLenz.	May 18, 2007
All budget information material including life cycle cost estimates should be updated in WorkLenz.	June 8
OMB releases "99%" version of Exhibit 300	June 29
OCIO submits BY 2009 budget recommendations to OBPA	July 9
E-Board Meeting	July 20
USDA Budget (and all IT Exhibits) submitted to OMB	September 10